



OUTLINE JOB DESCRIPTION

Job Title: Local Security Management Specialist and Emergency

Grade: 7

Reporting to: Head of Health and Safety and Regulatory Compliance

Accountable to: Executive Director for Quality and Safety

Location: Hybrid - Uffculme - Trust Headquarters with Trust-wide travel

Job Purpose

The post holder will be responsible for the security of staff, property, patients and assets, ensuring that the Secretary of State for Health's legal directions are established and complied with. The position includes guiding the Trust on matters relating to personal safety and lone working, reducing violence and aggression and supporting staff with Police interactions when they have been subject to any form of abuse while on duty. This objective will be achieved by working in close partnership with stakeholders within the NHS, NHS Counter-Fraud Authority, Fraud and Security Management Service and or other NHS regulatory or advisory bodies. It also includes partnership working with external organisations such as the Police, professional/regulatory bodies and Trade Unions.

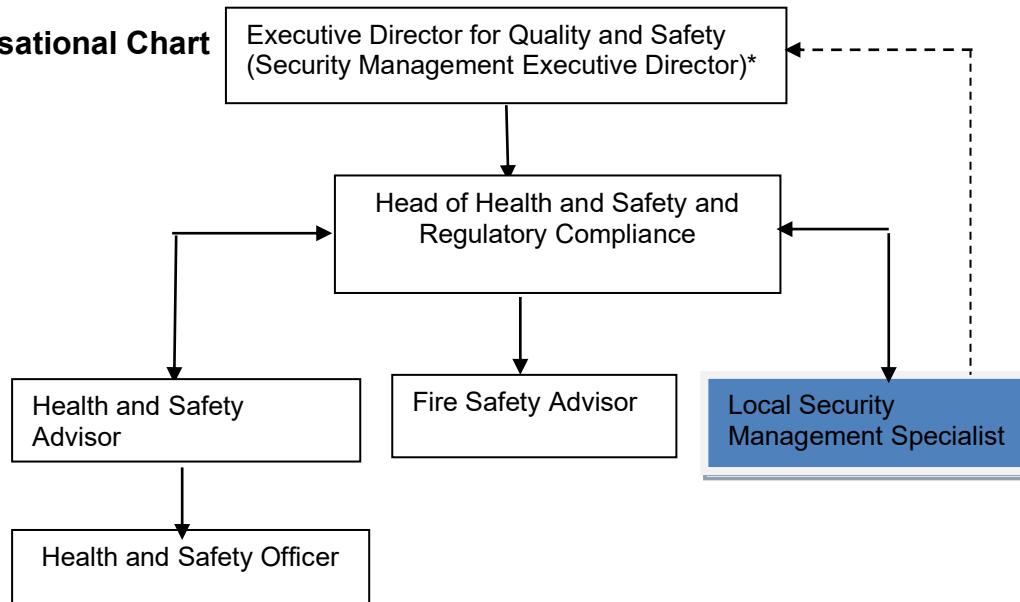
The post holder will co-ordinate a comprehensive, inclusive and professional security management service and work towards the creation of a pro-security culture within the NHS locally.

The Security Management Specialist role is primarily concerned with the provision of criminal or civil sanctions, expert investigation support (PACE), technical advice, support, guidance and assurance in all areas of Security Management and related areas.

Job Summary

The post holder will be the professional lead and advisor for security management for the Trust and ensure that the Trust complies with its legal requirements based on legislation and national standards.

Organisational Chart



**Security Management Director is the term used by NHS England for the executive lead for security management in the Trust.*

Key Communications and Working Relationships

Internal: Associate Directors, Clinical Directors, Heads of Nursing and AHPs, Clinical Nurse/ Service Managers; Ward/ Department Managers; Lead Clinicians and Other Clinical Staff; Service Users; Clinical Governance Team; Trust Legal Team; Health and Safety team; Estates Managers; PFI Contractors (Estates); ICT Department; Union Representatives; Personal Safety Trainers; Human Resources Director and Managers; Learning and Development team; Staff Support Services.

External: NHS England; West Midlands Police Service; Crown Prosecution Service; Mental Health Provider Collaborative, other Trusts such as Primary Care and Acute Trusts regionally and nationally.

Principal Duties and Responsibilities

To be the security management specialist lead, advising and guiding the Trust on the development and implementation of strategies, policies and procedures designed to maintain or enhance the security and safety of service users, staff and visitors within our sites and services.

Act as lead for Police liaison working with management and staff and undertaking welfare checks with any colleagues who are unfortunately victims of assault, hate crime or other forms of abuse. To support them seeking to minimise the negative impact of their experience and deliver the best possible outcome.

To liaise with and provide an interface between colleagues and the Police to ensure that staff receive appropriate support from that service where criminal prosecution or other action is considered an appropriate option. This would include support to ensure statements from victims and witnesses are taken from or received by the police service.

Work with management or services to raise staff awareness to the level where all staff would feel confident about reporting any incidents of violence and aggression and hate crime, knowing that it will be taken seriously.

Advise and support staff on security matters, both in relation to preventing abuse, violence, and aggression as well as property/asset protection measures.

Interpret statutory legislation and advise on the required standards necessary to ensure compliance.

Provide specialist advice, guidance, and instruction regarding security issues within the workplace, to ensure that the Trust meets and exceeds the statutory obligations required and achieve high standards of security management.

Undertake frequent security risk assessments or audits, crime reduction surveys of Trust buildings and services and where necessary, identifying high risk property from incident reporting and risk register reports.

Develop and maintain Community Safety Partnerships and Police relationships.

Ensure good working relationships with contractors (estates and facilities) ensuring crime prevention methodology is planned and LSMS has input on all new builds and refurbishment.

Implement all LSMS Alerts to relevant Managers and departments with clear actions.

Provide security management reports for all appropriate Trust governance structures including as required, Trust Board, Executives, and Health and Safety Committee etc.

Maintain a good working relationship with individuals whose role has an impact on the LSMS role (e.g. HR, Risk Management, Local Counter Fraud Specialist, Litigation and Complaints Managers, Emergency Planning Lead and H&S) through the designated committees and working groups.

Investigate all security incidents in line with security management procedures as and when necessary, including those reportable under RIDDOR.

Work with CPS and Police on all court cases when dealing with offenders and Trust staff on all prosecutions, seeking redress through criminal and civil justice systems against those whose actions lead to the loss of NHS revenue.

Develop and liaise with ICT, Estates, Procurement, and any other department to ensure all ICT and electrical equipment are either security tagged or marked.

Planning and Organising

To undertake the duties of the LSMS in accordance with the Secretary of State's directions to health bodies on measures to tackle violence and general security management measures and any subsequent advice or guidance issued by NHS England.

To ensure that all NHS security management work is carried out within a professional and ethical framework developed and provided by NHS England.

To ensure that an inclusive approach to security work is undertaken involving both internal and external NHS stakeholders where appropriate and necessary.

To liaise with appropriate staff responsible for security and risk management in specialist areas such as information governance, health and safety, security of staff, security of drugs and medicine, and security of property and assets.

To report to the Trust Security Management Director (Executive Director for Quality and Safety) on security management work and outcomes locally.

To ensure that appropriate links are made with the risk assessment processes within the

Trust, including health and safety representatives so that security related issues are an integral part of that process.

To ensure that appropriate steps are taken to create a pro-security culture within the NHS locally so that staff and patients accept responsibility for this issue and ensure that where security incidents occur, they are properly detected and reported.

Following the reporting of security incidents, lead on investigations to ensure that where appropriate risks are assessed to allow preventative measures to take place. This will include participation in local and national projects.

To investigate security incidents in a fair, objective and professional manner so that appropriate sanctions and consideration of any preventative actions can take place.

To prepare court files and provide evidence and case management in accordance with the Police and Criminal Evidence Act 1984, and the Criminal Procedures Investigation Act 1996.

To work with the NHS England Legal Protection Unit towards applying a range of sanctions against those responsible for security incidents.

To advise on the selection and procurement of appropriate equipment and other assets for the security management and emergency planning functions.

To develop and deliver the strategic and operational security work plans ensuring that work carried out is appropriate and applicable.

To lead on key security related policies for the Trust such as Security Management and CCTV.

Communication

To represent the Trust at appropriate multi-agency meetings for security management matters.

Communicate developments to negotiate with a range of senior staff in relation to present requirements / new policy and plans / protocols for security to relevant committees.

Risk Management

The post holder must actively support the Trust Risk management framework, through direct involvement with relevant risk assessments, audits and investigations

Ensure that risks are appropriately escalated and reviewed through local risk register processes.

The post holder is expected to assess, review and minimise risks in relation to Security Management.

Audit and Research

The post holder will participate in designing and implementing a programme of research and audit to provide further evidence to inform/shape the Trust Strategy for the recognition, prevention, and management of violence and aggression, and promotion of personal safety.

Undertake specialised Crime Reduction Audits of Trust facilities, evaluating current security practices and advising on appropriate crime reduction measures and strategies.

Conduct and support the analysis of trends and risks to inform the development of preventative measures or the revision of policies and procedures.

Emotional Effort

Produces work to tight deadlines over extended periods of time, requiring mental resilience.

Provides and receives complex and sensitive information relating to the care of patients, workforce issues and political imperatives relating to the care of people with a mental illness - this can include knowledge relating to offences committed by service users.

Educational

Deliver training and or briefings to staff at different levels in the organisation on Security matters as become necessary.

Attend courses as necessary for on-going professional development.

GENERAL

Confidentiality

It is a condition of employment that staff will not disclose any information obtained in the course of their duties other than to those entitled to receive it. The postholder must ensure that the confidentiality of personal data remains secure and the terms of the Data Protection Act and relevant trust policies are met in respect of information held on the Trust's computerised systems.

Equal Opportunities

The Trust is committed to equality of opportunity. All staff are required to comply with current legislation, Trust policies and guidance good practice and the NHS Executive's Planning & Priorities Guidance 1996/7.

Health and Safety

Staff must ensure that they are familiar with the requirements of the Health and Safety at Work Act (1974), the Trust's Health & Safety policies/codes of practice or regulations applicable to the work place.

Training education and development

All staff are required to participate in any necessary training and development, to keep up to date with the requirements of the job.

Research Governance

Research and Development is at the heart of providing effective treatments and high quality services, supporting a culture of evidence based practice and innovation amongst staff. All staff have a duty to be aware of and comply with their responsibilities for research governance, whether as researchers, as part of the team caring for those participating in research, or as research participants themselves.

No Smoking

This Trust acknowledges its responsibility to provide a safe, smoke free environment, to its employees, service users and visitors. The Trust therefore actively discourages smoking on Trust property.

This job description is indicative only, and the post will continue to evolve as the Trust's priorities develop. It will therefore be revised in consultation with the post holder from time to time, and not less than annually. You may also be required to provide cover in other areas following appropriate discussion.

Job Description Agreement

Budget Holder **Signature**

..... **Name**

Post Holder **Signature**

..... **Name**

Date

Birmingham and Solihull Mental Health NHS Foundation Trust is a major NHS Trust located conveniently to the centre of Birmingham, as a Trust we pride ourselves on the unique environment, which exists, for all our staff.

An environment where innovation is encouraged, hard work rewarded and where our staff, play an inclusive role in new developments.

BIRMINGHAM AND SOLIHULL MENTAL HEALTH NHS TRUST

PERSON SPECIFICATION

JOB TITLE: Local Security Management Specialist and Emergency Planning Resilience Lead

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
TRAINING AND QUALIFICATIONS	• Experience of working in or with a Mental Health setting/partner • Experience in liaising with police • Educated to degree level or possessing equivalent experience and knowledge in security management. • Demonstrate Continuous Professional Development	Health and Safety or Risk Management qualification NHS SMS accredited Local Security Management Specialist	Application form and certificates.
KNOWLEDGE AND EXPERIENCE	• Experience of delivering clear, succinct plans and or reviewing the plans of others. • Expert knowledge of the subject areas • Demonstrate knowledge of legislation and guidance related to Security Management • Awareness of current NHS Issues. • A working knowledge of criminal law and associated legislation (e.g., PACE, CJA, Data Protection, Human Rights, RIPA). • Experience of dealing with a wide range of external bodies, stakeholders and enforcement agencies.	Experience of policy implementation within a healthcare setting. Experience of conducting audits and risk assessments. Good knowledge of the inter-relationships between different services provided by the NHS. Knowledge or experience of interagency working.	Application form and interview

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
SKILLS	- Analytical and problem-solving ability - Highly developed interpersonal skills, with the ability to influence staff, partners and relevant organisations at all levels - Excellent communication skills both written and verbal - Demonstrable political judgement and an astute approach to handling diverse interest and complex relationships delivering unwelcome news as required– clear about referring upwards where necessary. - Manage and prioritise own workload - Ability to carry out effective and clear report writing, particularly security risk assessments and audits.	Track record of managing and delivering change programmes	Application form and interview.
PERSONAL QUALITIES	- Ability to work on autonomously. - Good interpersonal and communication skills (written and verbal). - Pragmatic problem-solving approach. - Self-motivated.		Interview
OTHER	- Demonstrates an awareness of equality and valuing diversity principles - Ability and preparedness to travel between all Trust sites. - Flexibility with regard to working hours as and when required.		References and interview